

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Department of Motor Vehicles]
[Address of DMV]
[City, State, Zip Code]

Subject: Vehicle Transfer Registration Letter

Dear Sir/Madam,

I am writing to request the transfer of registration for the vehicle detailed below:

- **Vehicle Make:** [Make]
- **Vehicle Model:** [Model]
- **Vehicle Year:** [Year]
- **Vehicle Identification Number (VIN):** [VIN]
- **Current License Plate Number:** [Plate Number]
- **Previous Owner Information:**
- **Name:** [Previous Owner's Name]
- **Address:** [Previous Owner's Address]
- **New Owner Information:**
- **Name:** [Your Name]
- **Address:** [Your Address]

Enclosed are the following documents to facilitate the transfer:

1. Bill of Sale
2. Previous Registration
3. Identification Proof (e.g., driver's license)
4. Any other required documents

Please let me know if any further information is required to complete the process. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]